

DEPARTMENT OF THE ARMY
US ARMY FOREIGN SCIENCE AND TECHNOLOGY CENTER
220 Seventh Street, N.E.
Charlottesville, Virginia 22901-5396

FSTC PAMPHLET
No. 310-1

15 Nov 1986

Military Publications
INDEX OF ADMINISTRATIVE PUBLICATIONS

	Paragraph
SECTION I. INTRODUCTION	
Purpose and Scope -----	1
Requisitions for Publications -----	2
Maintenance -----	3
Responsibilities -----	4
II. LIST OF CURRENT PUBLICATIONS	
FSTC Supplements -----	5
Regulations -----	6
Memoranda -----	7
Circulars -----	8
Pamphlets -----	9

SECTION I. INTRODUCTION

1. Purpose and Scope. Provides a current numerical list all administrative publications created within the US Army Foreign Science and Technology Center (FSTC). Applies to all organizational elements of FSTC.
2. Requisitions of Publications. Requisitions of additional copies of publications listed herein will be submitted to the proponent. The only exceptions to this procedure are FSTC REG 10-1, FSTC MEMO 11-7, and FSTC PAM 11-1 which will be requisitioned from the FSTC supply room.
3. Maintenance. Administration-Logistics Division is responsible for maintaining accuracy of this pamphlet through publication changes or revisions.
4. Responsibilities. Publication proponents will ensure periodic reviews are effected and revisions, supersessions, and recissions are submitted to AL Div by DF.

*This Pamphlet supersedes FSTC PAM 310-1, 2 May 1985

SECTION II. LIST OF CURRENT PUBLICATIONS

5. FSTC Supplements to Higher Headquarters Regulations

No.	Date	Change	Title	Proponent
Army Program				
1 to AR 11-28	13 Nov 85		ECONOMIC ANALYSIS AND PROGRAM EVALUATION FOR RESOURCE MANAGEMENT	RM
Communications-Electronics				
1 to AR 105-23	22 Jul 81		ADMINISTRATIVE POLICIES AND PROCEDURES FOR BASIC TELECOMMUNICATIONS SERVICE	CE
1 to AR 105-31	1 Apr 84		RECORD COMMUNICATIONS	CE
Military Publications				
1 to AR 310-2	23 Feb 84		IDENTIFICATION AND DISTRIBUTION OF DA PUBLICATIONS AND ISSUE OF AGENCY AND COMMAND ADMINISTRATIVE PUBLICATIONS	AL
Office Management				
<i>obsolete</i> 1 to AR 340-9	20 Oct 80		OFFICE SYMBOLS	AL
1 to AR 340-15	23 Oct 81	1	PREPARING CORRESPONDENCE	AL
Security				
1 to AR 380-5	18 Jul 83		DEPARTMENT OF THE ARMY INFORMATION SECURITY PROGRAM	SO
Operations and Signal Security				
1 to AR 530-4	11 Sep 81		CONTROL OF COMPROMISING EMANATIONS	CE

15 Nov 1986

FSTC PAM 310-1

No.	Date	Change	Title	Proponent
-----	------	--------	-------	-----------

Personnel - General

1 to AR 600-21	23 Jul 81	EQUAL OPPORTUNITY PROGRAM IN THE ARMY	EO
----------------	-----------	---------------------------------------	----

Personnel Absences

1 to AR 630-5	22 Nov 82	LEAVE, PASSES, ADMINISTRATIVE ABSENCES, AND PUBLIC HOLIDAYS	AL
---------------	-----------	--	----

6. FSTC Regulations

Administration

1-8	1 Oct 86	CLEARANCE OF DEPARTING PERSONNEL	AL
-----	----------	----------------------------------	----

5-1	28 Oct 82	REVIEW AND ANALYSIS - GENERAL CONCEPT AND RESPONSIBILITIES	RM
-----	-----------	---	----

Organizations and Functions

10-1	1 Apr 86	MISSION FUNCTIONS ORGANIZATION	PO
------	----------	--------------------------------	----

Army Program

11-3	21 Nov 85	FSTC COST REDUCTION PROGRAM	RM
------	-----------	-----------------------------	----

11-9	5 Jun 85	RESOURCE MANAGEMENT - COST ANALYSIS	RM
------	----------	-------------------------------------	----

310-1	15 Sep 86	ADMINISTRATIVE PUBLICATION SYSTEMS	AL
-------	-----------	------------------------------------	----

Military Intelligence

381-2(C)	3 Nov 80	QUICK REACTION CAPABILITY PROCEDURES FOR COLLECTION OF FOREIGN MATERIEL (U)	FM
----------	----------	--	----

Civilian Personnel

672-1	1 Jun 85	FSTC COMMANDER'S AWARDS	CP
-------	----------	-------------------------	----

690-2	3 Jan 85	MERIT PROMOTION AND RELATED PLACEMENT PLANS	CP
-------	----------	--	----

690-7	26 Jan 79	PREPARATION AND SUBMISSION OF SF-52	CP
-------	-----------	-------------------------------------	----

No.	Date	Change	Title	Proponent
-----	------	--------	-------	-----------

Civilian Personnel

690-8	16 Feb 82		EMPLOYEE TRAINING & DEVELOPMENT	CP
690-9	2 Jun 86		EMPLOYMENT OF CONSULTANTS AND EXPERTS	CP
690-13	2 Mar 78		EMPLOYEE PLACEMENT FOLLOW-UP	CP

Procurement

715-2	3 Apr 81		EXTERNAL ASSISTANCE CONTRACTS	AL
-------	----------	--	-------------------------------	----

7. FSTC Memoranda

Administrations

1-1	29 Oct 84		PERSONNEL IN-PROCESSING	AL
1-3	11 Sep 85		INTERNAL HANDLING OF ELECTRICALLY TRANSMITTED MESSAGES	PO
1-6	1 Jan 86		OFFICIAL VISITS TO FSTC	PO
1-7	19 Mar 85		NORMAL TOUR OF DUTY	CP
1-11	15 May 85		DOCUMENTATION OF OFFICIAL TEMPORARY DUTY TRAVEL	PO

Army Programs

11-7	7 Apr 86		INTELLIGENCE MANAGEMENT DECISION SUPPORT SYSTEM: MANHOUR ACCOUNTING AND REPORTING PROCEDURES	PO
37-2	18 Sep 75	1	TEMPORARY DUTY TRAVEL AND TRANSPORTATION	RM

15 Nov 1986

FSTC PAM 310-1

No.	Date	Change	Title	Proponent
Medical Services				
40-1	28 Jan 85		MEDICAL TREATMENT ENTITLEMENTS AND PROCEDURES	AL
Transportation and Travel				
55-1	1 Nov 78	1	TRANSPORTATION AND TRAVEL SERVICES	RM
Communications-Electronics				
105-2	15 Nov 85		REQUESTS FOR TELEPHONE SERVICES	CE
105-3	22 Feb 79	1-4	REDUCTION AND CONTROL TELECOMMUNICATIONS TRAFFIC IN AN EMERGENCY (MINIMIZE)	CE
105-4	1 Nov 81	1	TELECOMMUNICATION PLANNING	CE
Audio-Visual Services				
108-1	6 Mar 79	1	GRAPHIC SERVICES	PS
108-2	19 Dec 78		35-MM SLIDES	PS
Army Reserve				
140-1	9 Jun 80		INDIVIDUAL MOBILIZATION AUGMENTATION (IMA)	AL
140-2	8 Dec 80		PROFESSIONAL RESERVIST INTELLIGENCE PRODUCTION SUPPORT PROGRAM (PRIPS)	AL
Military Police				
190-1	26 Aug 85		CARRYING OF FIREARMS BY FSTC PERSONNEL	AL
190-2	19 May 76	1-2	PHYSICAL SECURITY AND CONTROL OF WEAPONS AND AMMUNITION	SO
190-3	1 Jul 81	1-3	FSTC SECURITY ACCESS CONTROL SYSTEM	SO
190-4	15 Jul 81		CLOSE OF BUSINESS SECURITY CHECK PROCEDURES	SO
190-5	30 Apr 79		CRIME PREVENTION PROGRAM	SO
Installations				
210-1	17 Apr 86		USE OF ELECTRICAL APPLIANCES	AL
210-2	Aug 83		FSTC CONFERENCE ROOMS	PO

No.	Date	Change	Title	Proponent
Installations				
215-1	1 Jan 85		FSTC MWR COUNCIL	AL
Military Publications				
310-2	17 Feb 81	1	DISTRIBUTION AND RESUPPLY OF NON-INTELLIGENCE PUBLICATIONS, BLANK FORMS, CORRESPONDENCE	AL
310-4	6 Jan 81		PUBLICATION PROCESSING OPERATIONS	PS
310-7	3 Mar 82	1	REQUEST FOR PROCUREMENT OF PERIODICALS BOOKS, AND OTHER OPEN LITERATURE	IS
Training				
350-1	10 Feb 84		CONDUCT OF ARMY PHYSICAL READINESS TRAINING (APRT) TEST	AL
Army Public Affairs				
360-1	1 Dec 80		PUBLIC AFFAIRS AND COMMUNITY RELATIONS PROGRAM	AL
Security				
380-1	20 Sep 83		PREPARING FOMCAT VOLUMES FOR RELEASE TO UK, CANADA, AUSTRALIA, NATO, AND SHAPE TECHNICAL CENTRE	SO
380-2	27 May 81	1	PROCEDURES FOR SECURITY CONTROL NATO DOCUMENTS	SO
380-4	29 May 81	1-2	SECURITY OF CONTAINERS	SO
380-7	13 Dec 73	1	TRANSPORTING CLASSIFIED MATERIAL BY PERSONNEL IN A TRAVEL STATUS	SO
380-9	6 Feb 81	1-2	REPRODUCTION OF CLASSIFIED MATERIAL	SO
380-12	9 Apr 79	1	DESTRUCTION PROCEDURES FOR CLASSIFIED AND SENSITIVE MATERIAL	SO
380-13	12 Oct 79	1	DOCUMENTING CLASSIFICATION DETERMINATIONS	SO

No.	Date	Change	Title	Proponent
Security				
380-14 (C)	2 Jul 82		FOREIGN RELEASE IN SUPPORT OF THE ALWTIC	SO
Military Intelligence				
381-1	25 Nov 85		CURRENT INTELLIGENCE BRIEFING	CI
381-3	15 Feb 85		SCALE MODELS OF FOREIGN MATERIEL	FM
Safety				
385-1	10 Mar 82	1	FSTC SAFETY PROGRAM	PO
Civilian Personnel				
690-2	22 Jun 81		ADVANCE LEAVE PROCEDURE	CP
690-3	26 Nov 84		THE CLERICAL OVERHIRE TRANSITION ELEMENT	CP
690-5	16 Feb 82		AFFIRMATIVE ACTION PROGRAM HIRING, PLACEMENT & ADVANCEMENT OF HANDICAPPED INDIVIDUALS INCLUDING DISABLED VETERANS	CP
690-6	2 Aug 82		UPWARD MOBILITY PROGRAM (UMP)	CP
Logistics				
700-1	4 Apr 83	1	LOGISTIC SERVICES	AL

8. FSTC Circulars

Army Programs				
11-1	25 May 82		UTILIZATION OF THE UNITED KINGDOM INTEGRATED OFFICER	RA
Automation Management				
18-1	15 Feb 86		ACQUISITION, MANAGEMENT, USE, AND SECURITY OF SMALL COMPUTER SYSTEMS	AM
Personnel Evaluations				
690-1	1 Dec 86		AFFIRMATIVE ACTION PROGRAM	CP

9. FSTC PAMPHLETS

No.	Date	Change	Title	Proponent
Army Programs				
11-1	15 Oct 82	1	THE FSTC PRODUCTION PROCEDURES	PO
Army Automation				
18-1	16 May 83		DATA PROCESSING ACTIVITY (DPA) MANAGEMENT, PROCEDURES, AND STANDARDS	CS
Military Publications				
310-1	15 Nov 86		INDEX OF ADMINISTRATIVE PUBLICATIONS	AL
310-2	2 May 85		INDEX OF AUTHORIZED FORMS	AL
310-4	Mar 80		FORMAT GUIDE FOR DRAFTS OF S&T INTELLIGENCE PUBLICATIONS	RA
310-6	12 Feb 82		FORMAT GUIDE FOR FOREIGN MATERIEL EXPLOITATION REPORTS	FM
Office Management				
340-4	1 Dec 83		ACTION OFFICERS GUIDE	OC
Civilian Personnel				
672-1	17 Mar 86		INCENTIVE AWARDS	CP
690-1	24 Feb 83		GRIEVANCE PROCEDURES	CP

(AIAST-PR-AL)

FOR THE COMMANDER:

Gary E. Miskimon
 GARY E. MISKIMON
 MAJ, AG
 Adjutant

DISTRIBUTION:

F+

AIA-AL (1)

TJAGSA, Adjutant (1)